

Meeting Date:

May 13, 1999

Members Present:

Wanda Martin (Recorder)
Greg Jordan (Treasurer)
David Shonle (County Clerk, proxy)
Martha Womacks (Auditor)
Bennie Newell (Circuit Court, proxy)

Others Present:

Timothy Whitaker (Chief, Washington Township Fire Department)
Andrew Swenson (Department of Metropolitan Development)
Robert Borgmann (Office of Corporation Counsel)

The meeting was called to order by the Commission's secretary, Sarah M. Taylor.

Approval of Minutes: A motion was made by Greg Jordan to approve the minutes of the January 28, 1999 meeting. Motion was seconded by David Shonle and unanimously approved

Washington Township Fire Department: A request was made to destroy the following records: Blue Cross and Blue Shield/Medicaid (prior to 1/1/94); Cash receipts (prior to 1/1/94); Accounting invoices (prior to 1/1/94); Fire and EMS runs (prior to 12/31/95); 1994 canceled Checks and Bank Statements (1994); Accounting records (1994); Health and dental insurance info (prior to 1/1/94); Purchase orders (prior to 1/1/96); Bulletins (prior to 1/1/96); Run statistics (prior to 1/1/96); Vacation requests (prior to 1/1/96); Releases (to ride out) (prior to 1/1/95); Daily shift reports (prior to 1/1/96); Twp. Cash disbursement & cash receipts computer printouts (prior to 12/31/95); Time cards & overtime sheets (prior to 12/31/95); Paid township invoices (prior to 12/31/95); Ambulance receipts (prior to 12/31/95); Financial records, cashbook and & appropriation book (prior to 12/31/83); Purchase order requests (prior to 12/31/89); Copies of ambulance runs (prior to 12/31/95); ADP reports & direct deposits info (prior to 12/31/95); Fire prevention statistics reports (prior to 12/31/86); Fire prevention photos (prior to 12/31/93); township accounting records & reports (prior to 12/31/95); 1990 Census, 19985-90 travel expenses, 1981-84 OSHA reports, 1981-85 Federal reserve share reports (prior to 12/31/90); Check copies (prior to 12/31/90); Fire contracts (1963-90); Hiring process manuals (prior to 12/31/89); 1986 job evaluations, 1980 grant, 1984-86 IRA deductions, 1988-93 hazmat records, FA (prior to 12/31/93); Merit Commission board minutes (prior to 12/31/91); payroll controls, paid P/O requests and paid P/O (prior to 12/31/93); Ambulance daily check sheets (prior to 12/31/95); Dog fund records (prior to 12/31/48); Incident History Summaries (1994 & 1995); Minutes (1995).

Mr. Jordan expressed concern with the financial documents that were requested to be destroyed. Chief Whitaker explained that the department did microfilm such records but he could not be certain that all the financial items on this request had been microfilmed. Mr. Jordan moved to amend the PR1 form. Any financial documents, not already done so, are to be microfilmed before any destruction. These specific documents to be microfilmed are highlighted on the PR1 form. The motion was seconded by Martha Womacks and unanimously approved.

Department of Metropolitan Development: A request was made to microfilm and destroy the following records: Land Use Petition Documents (1994-1995). Greg Jordan moved to accept this request. David Shonle seconded the motion and it was unanimously approved.

Purchasing Division of the Controller's Office: A request was made to microfilm and destroy the following documents: Professional Contracts (1992-1993); Purchase Orders (1996); Annual

Contracts (1996); Public Bids/Construction (1996). Ms. Womacks moved to accept these requests. David Shonle seconded the motion and it was unanimously approved.

County Treasurers Retention Schedule: The new retention schedule for county treasurers was considered by the Marion County Public Records Commission members. Mr. Jordan, Marion County Treasurer, is very pleased with this schedule and spoke of the work that went behind it. David Shonle moved to adopt the schedule. The motion was seconded by Ms. Bennie Newell and unanimously approved.

David Shonle asked for a clarification of specific wording on retention schedules. Mr. Shonle said that retention schedules state that documents can be destroyed after a certain number of calendar years and "after receipt of State Board of Accounts Audit Report". He noted that Marion County does not have a State Board of Accounts but rather an approved audit by KPMG Peat Marwick, LLP. After discussion, Commission members agreed that this was a technical point but Mr. Jordan moved to have a letter sent to Mr. Handfield, Director of Indiana Commission on Public Records, requesting his interpretation. The motion was seconded by David Shonle and unanimously approved.

See attached.

There being no further business, the meeting was adjourned.

Wanda Martin, Chairman

Sarah M. Taylor, Secretary